
SPECIAL DISTRICT MAP STANDARDS



SPECIAL DISTRICT MAPPING COMPLIANCE

Department of Local Affairs
1313 Sherman Street, Room 521
Denver, Colorado 80203
303-866-2156
www.dola.colorado.gov

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INTRODUCTION

This information is intended to further help Title 32 Local Governments comply with the Division of Local Government mapping requirements the division has set forth pursuant to CTS 32-1-306.

For more information or for more DOLA technical assistance publications see the department's web site at www.dola.state.co.us and click on Data, Information and Publications.

Paper Maps

Title 32 special districts are required by statute to file maps at the Division of Local Government. Maps are used to identify overlapping local jurisdictions and define service areas within the State.

The following guidelines are meant to compliment the 'Division of Local Government Map Standards'.

1) Use of Existing Maps - If the district has a legible copy of a surveyor's map of the district boundaries, with at least four section corners, then a paper copy of this map may be submitted.

2) Obtaining Base Maps - If a surveyor's map is not available, or the district is unable to have a map professionally drafted, the boundary can be drawn on an existing base map. *Boundaries must be precisely delineated with a dark pen or fine felt tip marker.* Verbal annotation is very helpful, especially in areas where boundaries may be confusing. Local agencies (city engineer, local/county planner, regional council of governments, etc.) may be able to provide a suitable base map. If not, the best base maps can be acquired from the United States Geological Survey (USGS), the United States Forest Service or the Bureau of Land Management.

The mailing address for the USGS Branch of Information Services (Map Sales) is: Denver Federal Center, Box 25286, MS-306 DFC, Denver, CO 80225. The telephone number is 1-888-275-8747. All USGS maps are \$6.00 per sheet, plus shipping and handling. Prepayment is required. Please check for discounts for government purposes.

The following are suggestions for page size as it relates to real world units.

<u>Size of Area</u>	<u>Suggested Base</u>	<u>Source</u>
Less than 1 square mile (one section)	Local	Local
Less than 10 square miles (approximately)	1:24,000 Quad (1 inch = 2,000 feet)	USGS Branch of Information Services
Greater than 10 square miles	1:50,000 County Format	USGS Branch of Information Services

Digital Maps

Digital boundaries can be obtained from the engineering firm or GIS firm who create the paper maps for the districts. There are two popular formats for digital boundary data. These formats are GIS (Geographic Information Systems) or CAD (Computer-Aided Design). GIS and CAD data enable a user to have a visual spatial display of data on a computer. This is actually just one of the many benefits to having digital data. Digital data in a GIS format can be linked with databases for query and analysis purposes. Boundary files in a GIS file format are very useful to Local Governments who wish to perform spatial analysis, or data analysis.

Some districts obtain their boundary data and maps from their perspective county Planning or GIS departments, while other districts have their maps drafted through a private engineering or GIS firm. County governments typically use GIS software while engineers and surveyors use CAD. The Division of Local Government uses GIS, however, we can accept CAD files when GIS files are not available. We require that the GIS or CAD file be referenced to the State Plane Coordinate System, Datum: NAD 27, units: feet or the Universal Transverse Mercator (UTM) Projection, Datum: NAD 83, units: meters.

More information on ordering USGS topographic maps can be found at <http://erg.usgs.gov/maplists.html>.

The State of Colorado references some very useful links.
<http://www.state.co.us/maps/>

The San Louis Valley GIS/GPS Authority www.slvgis.info is a possible source for GIS/mapping help to local governments within the following counties: Alamosa, Conejos, Costilla, San Juan, Rio Grande and Mineral.